

**Summer Camp Lead Educator**

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**Classification​**Non-Exempt

**Reports to**Education Programs Manager

**Date**  
  
April 13, 2021

**JOB DESCRIPTION**

**Summary/Objective**

This position is responsible for creating and facilitating activities, lessons, and programming for The Arboretum’s EcoExplorers Summer Camp Program.​ ​Program design can incorporate various art, science, and subjects culturally related to the Colorado Plateau region.​ ​ ​Lead Educators will be supported by a Summer Camp Assistant and the Summer Camp Coordinator, as needed.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* To design​ and deliver excellent outdoor environmental camp programming;
* Prepare materials and activities for each day of camp a week ahead of time and present to the Summer Camp Coordinator;
* Participate in daily camp set-up and clean-up;
* Provide mentorship to Summer Camp Assistants;
* Monitor compliance and effectiveness of COVID protocols and report to Summer Camp Coordinator
* As a public venue that focuses on excellent guest experiences all employees are expected to engage the public in a friendly manner, answer questions, and exhibit professionalism while representing The Arboretum.
* All other duties as assigned and/or needed to keep The Arboretum running efficiently.

**Competencies**

* Strong interpersonal and verbal communication skills
* Ability to work independently and as part of a team
* A passion and interest in the natural world
* A desire to work with children of all ages and from diverse backgrounds

**Supervisory Responsibility**

This position has no direct staff supervisory responsibilities but does mentor the Summer Camp Assistants and volunteers.

**Work Environment**

This job operates outside in nature and thus employees can expect to get dirty and be on their feel for a good part of the day.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, must have reliable transportation.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

**Position Type and Expected Hours of Work**

This is a full-time, seasonal position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

**Travel**

There is no travel in this position,

**Required Education and Experience**

* Undergraduate degree in the natural sciences, environmental studies, education, or related field
* Experience designing activities and curriculum as well as teaching about subjects of natural science, natural history, and environmental education
* Youth leadership experience

**Additional Eligibility Qualifications**

* First Aid/CPR certification (may receive through The Arboretum if not already certified)

**Work Authorization/Security Clearance**

* Must be able to pass a background check and supply a current and valid DPS fingerprint clearance card.
* Must hold a valid driver’s license.

**AAP/EEO Statement**

The Arboretum is an equal opportunity employer committed to applying the principles of applicable state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

In accordance with the applicable law, The Arboretum makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Arboretum operates within the principles of equal employment opportunity guidelines as set forth in applicable federal and state law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_